



Assistant Director of Hockey

Bowdon HC is seeking to appoint a Full-Time Assistant Director of Hockey.

£24K +

We are one of the leading clubs in the Northwest, and we have high aspirations to build upon this over the next few years. The club has recently been awarded ClubMark, whilst working towards Talent Centre accreditation. There are over 400 senior members and 14 senior playing teams across the club. Both our Women's and Men's 1st team's play in the EH National League Division 1-North, and our second teams are just below the conference leagues, looking for promotion into the National League Conference-North, next season. We have a very strong junior section with nearly 400 members and around 16 junior teams and a strong number of junior County, Performance Centre and National Age group players amongst them.

Our vision is 'one club, as one team' - working together and collaborating externally, to drive hockey excellence, whilst sharing the passion for playing and watching the sport, across the community. We are looking for a very special person to come and join us as Assistant Director of Hockey, to continue to drive the club forwards across Leadership & Governance, Coaching Environments, Player Development Environments, Health & Wellbeing, Player Development Culture and Equality, Diversity & Inclusion strands. This role will suit a strong hockey coach, who is looking to develop their strategic experience in Sports Management or Talent Development.

The role will be working alongside Amanda Partington (Director of Hockey - Operations), Nick Clarke (Coach Developer) and a strong coaching and strategic team across the club. Additionally, we have an integral and growing volunteer base, which we will continue to develop.

How to Apply

Please send a letter of interest and your CV (no more than 2 pages) to:
Amanda Partington (Operational Director-Hockey)
coachinghub@icloud.com

Job Description	Assistant Director of Hockey
Reporting to:	Club Chair/SMG. Managed by the Operational Director-Hockey
Scope:	Working within a team (including Hockey Director-operational) to deliver an inspirational hockey club that capitalises the club's potential and drives sustained success. Create high quality environments for all members with appropriate staffing resources across the club. To work with all major stakeholders to achieve the club's ambition.
Finances:	Role is full-time (including weekends and evenings) for 40 weeks per year. £120 per day (£24,000) with additional capacity up to 10K- via Holiday camps and private coaching sessions.
Person Specification:	A proactive and dynamic individual with strong organisation skills showing attention to detail and with the ability to see projects through to completion. Strong delegation skills, with the ability to show initiative and drive actions forward. Strong interpersonal skills with the ability to work alone and as part of a team to achieve actions quickly and expertly. A can-do attitude with an ability to communicate well and get things done in an evolving programme of work. Appropriate experience to work with parents, volunteers and manage a team of coaches. Knowledge of the England Hockey Player Pathway.
Key responsibilities: To contribute and deliver the operational day to day needs for the following four pillars-	<p>Cohesive Club</p> <ul style="list-style-type: none"> ▪ Contribute to the development, implementation of a 3-year strategic plan, tracking progress towards attainment of the strategy and maintaining the England Hockey Club Mark status ▪ Be integral to the development of the club as a standout club, contributing ideas and actions that build on the excellent reputation of the club and ensure that it constantly drives forward. ▪ Maintain the high-quality systems and processes that support the club in its ambition to be a desired club in the Northwest, for all ages and abilities (maintaining Club Mark, Talent Centre accreditation). ▪ Lead on overseeing pitch usage, risk assessments, coach resource provision & budget, bursary scheme, workforce provision and liaison with the club's Safeguarding and Welfare officer to keep the workforce matrix DBS (Disclosure and Barring Service) check, coaching qualifications and first aid qualifications up to date. ▪ Co-ordinate holiday camps and activities, 121s and provision to deliver them, as well as training events and coach education courses. <p>Members Matter</p> <ul style="list-style-type: none"> ▪ Working with other coaches and volunteers, develop and deliver on pitch and off pitch environments that engage members to gain maximum benefit from the hockey and sports club, placing members at the very heart of their club. Assist in creating off pitch high value events, and a 'home from home'.

- Support the delivery of on and off pitch activities that bring members an immersive sports club and community experience.
- Contribute to the working groups that drive a club and member focused approach.

Player Development

- Develop a strong club wide 'playing profile,' including philosophy, principles of play, focus areas for our priority performance and development teams, enabling better transition for all players. Including the integration of juniors into senior teams with the junior pathway lead and the production and distribution of information regarding hockey to members and their parents.
- Support the club with a coordinated and strategic approach to the recruitment, development, and retention of coaches, ensuring a continuous pipeline of talented and knowledgeable individuals who can work with and develop our players.
- Work with our Coach Developer, to update, upskill 'coaches, volunteers, leaders,' by leading training sessions and disseminating key information and trends from the game and developing and sharing teaching & learning resources for players, coaches, and parents to ensure all coaches are well supported and developing players in alignment with 'the Bowdon way'.
- Be integral to develop the club as a standout club for coach development opportunities enticing the best coaches to the club for added value and income generation through the opportunity to buy in to our resource through workshops etc.
- Support coaching team to determine appropriate entries into tournaments/Cups and lead on ensuring fair and appropriate selection processes across the Club.
- Work with England Hockey to establish and maintain Talent Centre status.
- Manage and oversee Talent Centre players and support the delivery of a player education programme. Liaise and work with the Talent Academy in Manchester.

Valued Volunteers

- Support the development and progress of several working groups and volunteer scheme, to build a cohesive club and values everyone involved in the development of the club and game. This included assisting section chairs and working groups to ensure all squads have the necessary personnel including coaches, managers, and umpires. Oversee leagues and friendly fixtures for all junior teams and support the admissions and recruitment activities of the club.
- To work closely with all club members, SMG, working groups and 'gatekeepers' to ensure delivery across all aspects of the club.
- Maintain and extend excellent relationships with partners and stakeholders who contribute to the success and improvement of the club including valued coaches, volunteers, parents, schools, external clubs, sponsors. Plan and deliver a state secondary school outreach programme.

This job description is not intended to be regarded as inclusive or exhaustive and will be amended in the light of the changing needs of the club.